



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors *TV*
Commissioner, Indiana Department of Workforce Development

THROUGH: Martin Morrow, Chief Operating Officer *MM*

DATE: August 8, 2008

SUBJECT: DWD Policy 2008-04
Equal Employment Opportunity and Affirmative Action Policy and Poster

Purpose

To provide the Indiana Department of Workforce Development's Equal Employment Opportunity and Affirmative Action Policy

Rescission

DWD Commissioner's Directive 2006-16, issued January 18, 2007

Content

The Department of Workforce Development is committed to the principles of equal employment opportunity for all prospective employment candidates throughout the Indiana workforce investment system. Further, Indiana Code 4-15-12-2 commits the State of Indiana to an affirmative action policy that includes the establishment of employment policies and conditions that ensure the elimination of underutilization of qualified members of affected classes and the elimination of discrimination on the basis of race or color, religion, national origin or ancestry, age, sex and disability. Indiana Code 4-15-12-5(a) provides for each state agency to annually establish an affirmative action plan to implement the affirmative action policy.

The Indiana Department of Workforce Development, as an employer, promotes a policy of fair and equitable treatment of all employees and applicants for employment, without regard to race, color, religion, national origin, ancestry, age, sex, disability or veteran status. This policy applies to all terms and conditions of employment, including recruitment, placement, selection, promotion, training, transfer and compensation.

The Department, as the lead State agency in Indiana's workforce investment system, requires its grantees and sub-grantees to adopt policies designed to promote fair and equitable treatment of all employees and applicants for employment, without regard to race, color, religion, national origin, ancestry, age, sex, disability or veteran status. These policies shall apply to all terms and conditions of employment, including recruitment, placement, selection, promotion, training, transfer and compensation.

As a result of program integration, the Department is requiring that the attached poster, this policy and local policies be displayed and disseminated in WorkOne offices throughout each Region, Marion County and all DWD Administrative offices.

Effective Date

Upon Receipt

Ending Date

December 31, 2010

Ownership

DWD Human Resources
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN. 46204

Action

The attached policy should be posted on bulletin boards throughout the Indiana Workforce Investment System to include all WorkOne, Regional Operator, Marion County and DWD Administrative office facilities. Large posters are available upon request. Contact Angela Roosa, EEO Compliance Coordinator, Human Resources, at (317) 233-8594 or ARoosa@dwd.IN.gov

Attachment

Equal Employment Opportunity and Affirmative Action Poster



Office of the Commissioner
Equal Employment Opportunity and Affirmative Action Policy

The Indiana Department of Workforce Development promotes a policy of fair and equitable relations with all of its employees and applicants for employment, without regard to race, color, religion, national origin, ancestry, age, sex, disability and veteran status. This policy applies to all terms and conditions of employment, including recruitment, placement, selection, promotion, training, transfer and compensation.

All employees, especially with duties that are related to the hiring and the status of current employees, are required to comply with this policy. In addition, the Indiana Department of Workforce Development, as an equal opportunity employer, will fully cooperate with all applicable laws and executive orders.

The Indiana Department of Workforce Development believes that equal opportunity in a state service is achieved through solid Affirmative Action programs. The Department also believes that Equal Employment Opportunity is only possible when every citizen and employee realizes that policies to remove inequities cannot be passive. We must take active steps toward eliminating conditions which could result in unlawful employment and discrimination in the workplace.

The Department emphasizes an active Affirmative Action Plan that aims to remove illegal practices that discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, disability or veteran status. The Department recognizes that an active Affirmative Action Plan will have a positive impact on all departments, divisions, policies, programs and services provided by this agency.

I urge every employee of the Indiana Department of Workforce Development to be aware of, and support our efforts to provide Equal Employment Opportunity and Affirmative Action to all of our employees.

A handwritten signature in dark ink, appearing to read "T. Voors", written over a horizontal line.

Teresa L. Voors, Commissioner

8-8-08

Date